



Resolution No. 2004-031

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A DESIGN CONTRACT WITH CARTER-BURGESS FOR FINAL DESIGN OF THE DOWNTOWN STREETSCAPES – PHASES 1 AND 2

WHEREAS, under Resolution 2003-095 the Downtown Sherwood Streetscape Master Plan was approved and staff was directed to initiate phases 1 and 2; and

WHEREAS, the firm Carter-Burgess was selected through a consultant selection process meeting the requirements of the state contract rules; and

WHEREAS, staff and the consultant have worked together to develop a draft scope of work, budget, and schedule as shown in Exhibits A-D; and

WHEREAS, the anticipated design cost of this project is \$1,618,000; and

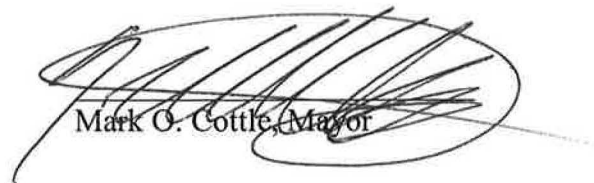
WHEREAS, the City Engineer recommends a design contingency of 10% (\$162,000) to cover unanticipated costs during the design process.

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to enter into a design contract with Carter-Burgess for final design of the Downtown Streetscapes-Phases 1 and 2 for an amount not exceeding \$1,780,000.

Section 2: This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 27th day of April 2004.


Mark O. Cottle, Mayor

ATTEST:

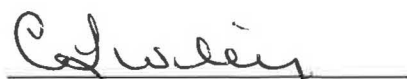

C.L. Wiley, City Recorder

EXHIBIT A - Carter-Burgess DRAFT Scope of Work (4.15.04)

SHERWOOD, OREGON

DOWNTOWN STREETScape IMPROVEMENTS

PROJECT APPROACH/ SCOPE

Task One: Design Team Site Visit

The design team will familiarize themselves with past reports, studies and as-builts, and conduct a site reconnaissance tour to document existing conditions. The design team will meet with the local survey team and geotechnical team to initiate survey work.

Products:

- Photo documentation of physical conditions and architectural theme contributors. Photo document each adjacent building and property.
- Summary memo of findings - Requirements to meet recommendations by city staff and Master Plan.
- Develop preliminary Site Analysis Mapping to include:
 - ✓ Existing Corridors Character (Physical/Visual)
 - ✓ Destination and Origins
 - ✓ Land Uses - Density and Utilization
 - ✓ Existing Restrictions - ROW and Setbacks
 - ✓ Private access and intersections
 - ✓ Site Constraints
 - ✓ Utilities- Visual Identification
 - ✓ Potential Conflicts
 - ✓ Existing Transit/ Bike and Pedestrian Routes
 - ✓ Gateway Locations
 - ✓ Establish Drainage/ Water Quality Design Criteria- HHPR

Task Two: Survey, Geotechnical Investigation, & Level 1 Environmental Assessment

The Primary Project Areas include:- HHPR

- Pine Street- north of 3rd thru the Willamette St. intersection. Expand existing survey to include between Willamette and Railroad and to extend north along Sherwood Blvd. to grade break/ high point, and along Pine St. to include detail conditions currently not specified.
- Main Street- 1st to Railroad and thru the South Sherwood RR crossing
- Park Street- alley between 1st and Railroad St. to Railroad St.
- Oak Street- 1st St. to thru the old Oregon Street Corridor
- 1st Street- Main to the new Adams Ave. to accommodate new intersection
- Railroad Street- Park St. to Pine St.
- Columbia Street- Pine St. to new Oregon St. (eastern boundary of Cannery Site)
- Villa Road- Park St. to existing trailhead on the east side of Cedar Ck
- Oregon St. Ped-Bikeway- Pine Street to the new Adams Avenue
- Washington Street – 1st Street thru RR crossing
- Alley between 1st Street and Railroad Street from Park Street to Pine Street.
- Stella Olsen Park for proposed drainage facilities.

All survey work will be in AutoCAD 2004 (version compatible with City of Sherwood standard). All survey work coverage to include necessary information to complete full work area for transitions and tie-ins.

Detailed Topographic Survey of Primary Project Areas identified above to include:- HHPR

- Topography showing 1 foot contours tied into the City of Sherwood BenchMarks/ Datum
- Basin Map (Contours per available public GIS information, not part of field activity for detailed survey)
- All horizontal elements
- Vegetation, including tree canopy sizes
- Curb and Gutter
- Roadway widths
- Striping
- Curb cuts

- Buildings- entire footprint and all roof drains and downspouts. Building street frontage features such as overhead canopies/ basements/ extensions/ doorways/ windows-wells/ vaults/ signage. (This will be confirmed with door to door basement investigations and photo documented to occur in Task 5.)
- Sidewalk
- Traffic Signals/signage
- Sanitary Sewer- pipes, manholes, sizes, inverts
- Storm Sewer- pipes, inlets, manholes, sizes, inverts, daylight (outfall) locations
- Street Lights
- Street Furniture
- Electrical- Underground/ overhead
- Irrigation- pipes, valve boxes, sprinkler components, controllers, backflow devices
- Signage
- Easements (Based on research and property title reports) – approximately 90 total properties)
- Parcel information-depths of existing lots along the corridor
- ROW
- Existing Survey Monumentation
- Utilities- Underground/ overhead electric, gas, communications/CATV, transformers, pedestals and switch cabinets
- Waterlines- pipes, vaults, standpipes, valves, meters, fire hydrants
- Monitoring wells/ sample stations

Limited Survey of areas adjacent to the Primary Project Areas will be added to the survey to include:- HHPR

- Grades and runoff characteristics of adjacent alleys flowing toward Project Streets
- Utility systems (sanitary, water, storm, electric, phone, gas, fiber optic, communications/CATV, equipment) that connect to or impact the Project Street utilities. Limits of the survey are approximately 100' from Primary Project Areas.
- Available GIS contour information will be added to the project survey maps to identify drainage basins.
- Limited survey of Park Street and Washington Street from project limits north to Stella Olsen Park for proposed storm sewer construction.
- Limited survey of existing storm sewer in 2nd Street from Pine Street to existing outfall west of Park Street.
- Limited survey of of Washington Street, 3rd Street, and Park Street for sanitary sewer reroute design.

Additional survey information will be added to the project maps through the 60% design phase as requested by the design team, including utility field (potholing) investigation information. The need and location of potholing will be determined as the design is developed. Critical connection or crossing design issues will be resolved and confirmed with field confirmation of utilities (potholing by City Crews).

A Pre-Construction Record of Survey will be prepared and filed with the County Surveyors Office to satisfy ORS 209.155

Geotechnical Investigation & Pavement Design

Overview

The Downtown Streetscape Improvements project involves total reconstruction of approximately twenty blocks within the downtown core of Sherwood as identified in Phases 1 and 2 of the Downtown Streetscape Master Plan. The streets in these blocks will be rebuilt as a curbsless *woonerf* street using concrete pavement with embedded granite cobble stone pavers for delineation strips.

The geotechnical design will include:

- Characterization of soils to a depth of 3 to 7 ft below ground surface
- Development of design criteria for subgrade preparation
- Development of design criteria for design of low retaining walls (maximum 5 ft high) that may be required along Villa Road and Columbia Street

The pavement design will include:

- Evaluation of the existing sub-grade, particularly with respect to the potential for non-uniform support and pumping, which appear to have been factors that contributed to the failures experienced on some of the existing concrete streets
- Sub surface drainage
- Design of the concrete pavement section(s)

- Design of the interface between the concrete pavement and granite cobble stone paver strips
- Design of the grouting system for the granite cobble stone paver strips

Work Supplied by Others

The City will provide current traffic volume counts with a breakdown of truck traffic categorized by FHWA axle-category and estimated traffic growth rate for Pine St, Main St, 1st St and Columbia St. This data is needed to develop the traffic loading estimates for the pavement section design.

The tasks for the geotechnical investigation and pavement design work are described below with respect to the project work tasks.

Project Work Tasks

- **Field Investigation and Testing Phase**

This phase of the work will include site reconnaissance, review of historic soils data, review of historic aerial photography, Falling Weight Deflectometer (FWD) testing, exploratory borings and laboratory testing to characterize soil conditions. Subgrade uniformity, soft soil conditions and the need for subdrainage will be investigated. Alternative methods of stabilizing the subgrade soils to achieve uniform support for the concrete pavement will be evaluated including over- excavation and backfill with granular material or in-place treatment. Alternative types of sub-base treatment including permeable sub-base will be evaluated to address the potential of pumping problems. The work tasks planned for this phase are as outlined below.

1. Conduct site reconnaissance visit to become familiar with the project conditions and to refine the field investigation work program.
2. Non-destructive Falling Weight Deflectometer (FWD) deflection tests will be conducted in accordance with ASTM D 4694 & 4695 on the project streets to evaluate subgrade uniformity and determine in situ values of subgrade resilient modulus (M_r) for pavement design. The FWD tests will be conducted generally at 50-ft intervals along one or both directions of the existing streets. One day of FWD testing is planned. The testing will be conducted during the normal work week between 8 AM and 5 PM. Traffic control consisting of flaggers and advance warning signs will be provided.
3. Core and shallow boring explorations (maximum depth of 7 ft below ground surface) will be conducted within the project streets or new alignments at approximately 20 to 24 locations to characterize the existing pavement structure and subgrade soil conditions. The explorations will be conducted through an 8 to 12 inch diameter hole drilled through the pavement surface, where present, by a diamond bit core drill. A tractor mounted solid stem auger operated by a drilling subcontractor will be used to advance the exploration below the pavement surface. The explorations will be conducted under the direction of an experienced engineering technician who will classify and measure the thicknesses of the pavement layers, visually classify and log subgrade soil conditions and obtain samples of the subgrade soils for laboratory testing. Six of the explorations will be extended to a depth of 7 ft below ground surface and the others will be terminated at a depth of 3 ft below ground surface. The exploration locations will be marked and the Utility Notification Center will be notified in advance of the work. The exploration work will be conducted over a two day period during the normal work week between 8 AM and 5 PM. Traffic control consisting of flaggers and advance warning signs will be provided. The explorations will be backfilled below the pavement structure with compacted excavated materials and the pavement structure will be patched using "Instant Road Repair", an ODOT approved (QPL #1895) high performance asphaltic patching material.
4. The following laboratory tests will be performed on the indicated number of subgrade soil samples for classification and determination of engineering design properties:
 - Determination of natural water content on all jar and tube samples.
 - Visual reclassification of jar samples.
 - Visual classification, consistency and unit weights of six (6) Shelby tube samples.
 - Atterberg Limits determination of four (4) samples.
 - Standard Proctor (ASTM D 698) moisture-density determination of four (4) samples.
 - Evaluation of in-place cement stabilization for one (1) soil type
 - Resilient modulus (AASHTO T 292) tests of four (4) Shelby tube samples and four (4) remolded samples compacted to standard Proctor density.
 - Percent organic matter (ASTM D 2974) of four (4) samples

- **Design Phase**

The design phase of the work will include design of the concrete pavement section and development of geotechnical design criteria. The design for the concrete pavement section will include design of concrete properties/ mix, serviceability factor, slab thickness, slab jointing details, sub-base and the interface with the granite cobble paver stones. Design issues that will be addressed with respect to the interface between the concrete pavement and granite cobble paver stones include constructability, drainage to avoid trapped water, stress concentration in the concrete

pavement, bond and shear strength of the grout material and the compatibility of the various materials with respect to their thermal expansion/contraction and stiffness characteristics.

Pavement section designs including subbase will be developed for reconstruction of the existing streets and for construction of new streets using jointed, reinforced portland cement concrete (PCC) pavement. These designs will be developed using the 1998 supplement to the 1993 AASHTO Guide for Design of Pavement Structures. Design recommendations will be developed for Portland cement concrete slab jointing and for installation of the granite cobble paver stones in the Portland cement concrete pavement. Recommendations for specifications will be prepared based on the 2002 Oregon Standard Specifications for Construction, ODOT.

Geotechnical design criteria and recommendations will be developed for design of low (maximum 5 ft high)- retaining walls, subdrainage and subgrade preparation.

The findings and recommendations of the geotechnical investigation and pavement design will be summarized in a geotechnical investigation report and a separate pavement design report.

Pavement Services (PSI) to coordinate and lead with support from HHPR the pavement subgrade and geotechnical investigation.

A Level 1 Environmental Assessment for the Primary Project Area (approximately 90 properties) will be completed. - HHPR

Products:

- Accurate 1":20' scale (11 x 17) base mapping- HHPR
- Geotechnical Investigation Report (five copies)- PSI
- Pavement Design Report five copies- PSI
- Level 1 Environmental Assessment Report five copies- HHPR
- Structural engineering required for foundation design or modifications

Task Three: Agency Review

The design team will contact- Tri-Met, utility providers, the railroad sub-consultant and the signage sub-consultant to review all of their proposed improvements for road, transit and utilities. This will ensure that improvements are not being repeated unnecessarily and that improvements planned by other agencies have been integrated into the design. HHPR to coordinate and lead with support from Carter & Burgess. Carter & Burgess will attend critical meetings with HHPR.

Products:

- Summary memo of findings and future planned improvements- HHPR
- Identification of agency requirements and potential conflicts/scheduling- HHPR
- Arrange and attend approximately 10 – 15 agency coordination / review meetings.

Task Four: Team Meeting #1

Team Meeting #1 is an opportunity for the design team to learn from the city staff about the history, goals and expectations for each of the corridors proposed for improvements. This discussion will include the City's goals for future transportation, transit, land uses and density and the desired aesthetic image of each corridor. The design team will discuss the preliminary walking tour findings and supplement that body of information with comments from the city staff. A discussion of construction budget will occur to define goals of city staff.

At this meeting the city staff will provide a CD to the design team of all available as-built information and ROW data. The project schedule and dates for the remaining five team meetings and two open houses will be preliminarily scheduled.

The design team will meet with the railroad sub-consultant to initiate conversation on the railroad's requirements.

Products:

- Review preliminary Site Analysis Mapping
- Confirm Goals and Criteria
- Maintenance Practices/ Techniques
- Discuss general improvements budget
- Confirm meeting schedule
- Meeting minutes from railroad meeting
- Team meeting #1 meeting minutes

Task Five: Base Map Field Investigation

The design team will conduct a second site visit to verify as-built data provided by the city. At this time, the design team will identify focal points, view corridors, buildings of interest, parking needs, ROW, bus routes and stops, sidewalk inventory, access locations and curb cuts. Additionally, design team representative will conduct door to door interviews to confirm basement conditions and identify specific property/ business needs for access during construction. The design team will create an overlay with set back/ ROW and zoning requirements. HHPR to review and confirm.

Products:

- Final site analysis (supplemented with site photos)
- Review Memo of Site Analysis- HHPR
- Door to door interview

Task Six: Theming/Criteria

The design team will initiate this task by documenting history, culture and recent and historic built works. Physical character and personality of neighborhoods and districts will be significant determinants in refining existing theme elements into the final urban design elements and furnishings. The graphic dictionary that is provided in the master plan creates a base for imagery and components that translate into the overall theme. Specific architectural contributors will be structures, significant buildings, native materials and landscapes.

This information will be documented graphically with supporting text, to assist the design team, city staff and stakeholders in finalizing criteria for streetscape elements and overall theme. The design team will prepare overall, citywide theme based upon the elements included in the Master Plan, signage concepts from the sub-consultant and refinements from the design team. This Graphic Dictionary will provide a full family of streetscape elements with specific direction on scale, materials, color and dimension. This task will conclude with documentation of the theme, illustrating specific examples and compliance with the Master Plan.

To ensure equity and hierarchy for streetscape improvements, a set of criteria will be developed. The criteria will be used as a tool for design and public outreach.

Products:

- Graphic Dictionary
- Cross- Sections
- Theme Board- illustrating all urban design elements and furnishings/ custom and catalogue and materials and color.
- Criteria

Task Seven: Engineer Overview

Prior to making specific design recommendations, the design team will prepare an Engineering Overview. This will document specific conditions that will affect streetscape design.

Street Cross-Section

- The design team will review the Transportation System Plan and review existing street cross sections for each corridor and document:
 - ✓ MUTCD requirements
 - ✓ AASHTO requirements
 - ✓ ADA requirements
 - ✓ Confirm cross-section with city staff
 - ✓ Confirm street width
 - ✓ Confirm turning lanes, accel/ decel lanes
 - ✓ Confirm curb and gutter locations
 - ✓ Confirm on-street parking
 - ✓ Confirm sidewalk
 - ✓ Confirm setbacks
 - ✓ average daily traffic
 - ✓ parking requirements
 - ✓ access and control
 - ✓ design speed
- The design team will review existing level of service (provided by City) and existing street cross section and determine if lane width, lane placement and/or turn lanes need to be altered. Land use needs for parking will be evaluated to determine if additional ROW is available to provide parking.

- Evaluate at a concept level the affects of the Woonerf to the proposed streets. Identify critical issues such as ADA compliance, drainage, utility coverage and building access.

Alignment Alternatives

- Develop alignment alternatives for the 3rd-N. Sherwood- Pine intersection
- Develop alignment alternatives for the 1st- Adams- Ash Intersection

Drainage

- The design team will review drainage master plans for the City and incorporate any relevant future drainage improvements into the project plans and cost estimate. Stormwater will be designed per Clean Water Services' rules and regulations. In existing urban sections where the woonerf is being proposed, the existing drainage patterns will need to be incorporated into the design. Hydraulic analysis will be performed to establish design flows for drainage structures to be included in the site. The hydrologic method used will be consistent with established design criteria. The design discharges will be tabulated on the drainage basin maps to be included in the report. Input parameters and design calculations will be included in the report appendices. The analysis will include sizing for detention and water quality ponds. The requirements for water quality ponds and sediment control measures will also be identified. Alternatives for stormwater collection and treatment will be developed for ponds, outfall sewers, and ditches. The storm-water quality storm facilities will be designed for the total precipitation of 0.36 inches falling in 4 hours with a storm period of 96 hours. The conveyance systems will be designed for the 25-year storm event, with an analysis of the 100-year event to identify potential hazards and emergency spillway routes. Required treatment and detention facilities and conveyance systems will be shown in the schematic plans at the Design Development Stage (Task 15). This task includes hours for coordination with civil designer to establish required right-of-way for each site. Carter & Burgess to lead this task with support and local coordination from HHPR. HHPR will attend critical meetings with Carter & Burgess.

Utilities

- Several of the corridors have overhead electrical transmission lines that will be placed under ground or relocated to allow space for the urban design elements. Other utilities, not as obviously visible, can be identified from survey, city GIS data or by contacting the utility companies. The design team will work with the utility companies to determine the best relocation solutions. Before investing in considerable improvements to the roadside, it will be important to determine if the utility companies have any plans for expansion that should be coordinated with the streetscape improvements. A discussion with all utility providers will be completed including special provisions such as fiber optic sleeving. HHPR to coordinate and lead this task with support from Carter & Burgess. Carter & Burgess will attend critical meetings with HHPR.

Railroad Crossing

- Coordinate with the Railroad sub-consultant to review issues associated with the proposed railroad crossing at Pine Street, the reconstruction of the S Sherwood crossing and the closure of the crossing at Washington Street. In addition, determine what will be allowed in the railroad R.O.W. edge treatment at Railroad Street and Oregon Street.

Access Management

- The design team will look at existing and future access needs and work to consolidate access points, where appropriate. In addition, revised cross-sections will be looked at as an access management tool to control turning movements and safety along the corridors.

Right-of-Way

- It is anticipated that the existing right-of-way widths will be obtained from the survey and city GIS database. We will evaluate the existing limits of right-of-way with the proposed improvements to determine the best cross section for each corridor. In areas where additional right-of-way is required for level of service, roadway alignment, volume or safety considerations, we will estimate the required square footage and property value for inclusion in the cost estimates, as deemed appropriate by city staff. It is anticipated that the existing right-of-way is adequate for the proposed improvements and that acquisition services are not required. Survey, mapping and legal descriptions for R.O.W at the cannery site will be included.

Products:

- Summary memo of Engineer findings - HHPR to provide QA/QC and review
- Graphic illustration of Engineer Overview- HHPR to provide QA/QC and review
- Arrange and attend approximately 3 - 5 coordination / review meetings with CWS and the City's R/R consultants. Meetings with the utility providers will be done under Task 3.

Task Eight: Team Meeting #2

At Team Meeting #2 the design team will present the proposed theme, cross-sections and Engineer Overview to the city staff for approval.

Products:

- Review and confirm Theming
- Review and confirm Engineer Overview- **HHPR to review and compile Memo**
- Review and confirm cross-sections for streets, sidewalks and drainage- **HHPR to review and compile Memo**
- Team meeting #2 meeting minutes

Task Nine: Corridor Application

Once the City has given direction for theming, the design team will move forward with schematic design. The graphic dictionary will be applied for each streetscape design. The graphic dictionary will include the following streetscape elements:

- Paving Patterns and materials
- Trees
- Pedestrian and Street Lights
- Signage
- Ornamental Fences for Screening
- Bike Racks
- Benches
- Trash Receptacles
- Newspaper Racks
- Public Art Opportunities
- Monuments
- Street Clocks
- Drinking Fountains
- Bus Stops/Shelters
- Landscape Screening
- Coordinate with city graphic design firm

Products:

- Refined Graphic Dictionary
- Illustrations of typical prototype applications

Task Ten: Schematic Design

The design team will produce graphics for Open House #1. Graphics will include displays illustrating theming and Engineer Overview. Schematic Design plans will be developed. The design team will evaluate and provide recommendations for pedestrian and bicycle and transit connections. Schematic Design plans will illustrate connectivity and theming. Dimensioned plans and cross sections will illustrate attached/detached sidewalk, landscape, furnishings, lighting, striping, woonerf, curb and gutter, medians, crosswalks, accessible ramps, transit access, on-street parking, alignment alternatives, ROW impacts, neighborhood entry monuments and Gateway Design.

Each gateway location will be evaluated for site conditions, physical character and neighborhood personality. The design of the gateway will vary on surrounding conditions, rural, urban or suburban. The design team will develop design concepts for each gateway.

Development/redevelopment impacts and opportunities throughout the Downtown will be evaluated and documented.

The Schematic Design Phase will be initiated with documentation of the complete project area. Upon approval of the schematic design, the design team will identify the Bid Package. Determination of the Bid Package will accommodate flexibility for identification of isolated areas or elements for future packages.

This task will include investigation and documentation of a variety of reasonable traffic control/ detour plans. Each plan will be graphically illustrated and evaluated for schedule, impacts to adjacent streets and neighborhoods and impacts to businesses and access.

Products:

- Open House #1 graphics
- Traffic Control/ Detour Plan Alternatives
- Schematic Design Plan with graphic dictionary applied
- Schematic design of Gateways

Task Eleven: Team Meeting #3

At Team Meeting #3 the design team will present graphics for Open House #1 to city staff for approval. The design team will provide a schematic design plan to the city staff for review. Final Traffic Control/ Detour alternatives and evaluations will be discussed to identify key critical issues for final developments to discuss with city council and business owners.

Products:

- Review and confirm graphics for Open House #1
- City staff to review Schematic Design Plan and return comments to the design team within one week.
- Traffic Control/ Detour Alternative Plans
- Team Meeting #3 meeting minutes

Task Twelve: Business Meetings #1

Meet with affected business owners to discuss proposed improvements and Traffic Control/ Detour Alternatives that were developed in schematic design and will be presented at the Open House #1.

Products:

- Memo of business owners' responses

Task Thirteen: Design Revisions

Incorporate revisions from Team Meeting #3 and Business Meetings #1 to Open House graphics.

Product:

- Presentation Graphics for Open House #1
- Final Traffic Control/ Detour Alternative Plans

Task Fourteen: Open House #1

Overall theme, graphic dictionary, Schematic Design Plan, Traffic Control/Detour Plans and Engineer Overview will be presented to the public. Alignment alternatives for 3rd-N. Sherwood- Pine and the 1st Adams-Ash intersection will be presented. In order to document the public comments from the open houses, the design team has developed a formal public input process utilizing 'Sno Cards'. 'Sno Cards' are enlarged index cards that are used to document public input. During the open house, each comment is documented on a card. All cards are posted on display so that the stakeholders know they are being heard correctly and so that the attendees can review all public comments.

Product:

- Memo of compiled 'Sno Cards' from Open House #1

Task Fifteen: Design Development

During design development, comments from Business Meetings #1, Open House #1 and Team Meeting #2 & #3 will be incorporated into the design. The design team will prepare a narrative and compile all graphics for documentation into a 11x17 Design Booklet. Layout all elements in detail. Roadway alignments, access, and furnishings will be applied to the project area. Urban Design, Civil and Drainage components will be illustrated. Storm sewers for this project consist of roadway structures (inlets) and pipe designed for the minor event. These elements will be designed and plan and profile sheets prepared. Alignments will be checked for potential utility conflicts, and when encountered, necessary utility relocations will be identified or alternative designs proposed. Any special structures for basement foundations, streetscape features or gateway elements will be drawn and included in the plans. 30% Construction documents will be developed that include:

- Existing Conditions Plan
- Demo Plan
- Dimensioned Layout Plan
- Right-of-way descriptions and exhibits (Cannery Site)
- Planting Plan
- Irrigation Plan
- Lighting Plan
- Grading Plan
- Cross-Sections and Profiles
- Erosion Control Plan
- Storm Water/ Drainage Plan
- Draft Drainage Report
- Utility Relocation Plan
- Traffic Control Plan

- Pavement details
- Construction details
- Technical Specifications/ Special Provisions
- Preliminary cost estimate
- QA/QC will be performed to evaluate design and review plan sets in detail.- HHPR to provide review and compile memo

Products:

- 30% Construction documents
- Preliminary 11 x 17 Design Booklet
- Preliminary cost estimate divided into logical areas by street or corridor
- Submit 30% Construction documents and cost estimates and discuss comments at Team Meeting #4.
- City staff to review 30% Construction documents and cost estimates
- QA/QC Memo- HHPR

Task Sixteen: Team Meeting #4

At Team Meeting #4 discuss 30% construction documents and graphics to be displayed at Open House #2.

Products:

- Discuss city comments on 11 x 17 Design Booklet and 30% Construction documents.
- Review and confirm Illustrative Corridor Plans, Illustrative Cross Sections and Perspectives
- Team meeting # 4 meeting minutes

Task Seventeen: Business Meetings #2

Present illustrative corridor plans, cross sections, perspectives and Gateway Plans to affected business owners.

Products:

- Memo of business owners' responses

Task Eighteen: Design Revision

Incorporate revisions from Team Meeting #4 and Business Meetings #2 to Open House graphics.

Products:

- Presentation Graphics for Open House #2

Task Nineteen: Open House #2

The design team will present illustrative Corridor Plans and Gateway Plans, illustrative cross-sections, and perspectives. Public comments will be documented in a memo.

Product:

- Memo of compiled 'Sno Cards' from Open House #2

Task Twenty: 60% Design

Incorporate comments from Team Meeting #4 into construction documents. 60% construction documents will include:

- Revise Existing Conditions Plan
- Revise Demo Plan
- Revise Layout Plan
- Revise Planting Plan
- Revise Irrigation Plan
- Revise Lighting Plan
- Revise Grading Plan
- Revise Cross-Sections and Profiles
- Revise Erosion Control Plan
- Revise Storm Water/ Drainage Plan
- Revise Utility Relocation Plan
- Revise Traffic Control Plan
- Revise Pavement details
- Revise Construction details
- Revise Technical Specifications/ Special Provisions

- Revise cost estimate/ Bid Form
- QA/QC will be performed to evaluate design and review plan sets in detail.- HHPR to provide review and compile memo

Products:

- 60% Construction Documents
- 60% Cost Estimate divided into logical areas by street or corridor
- City staff to review 60% Construction documents and cost estimate.
- QA/QC Memo- HHPR

Task Twenty-One: Team Meeting #5

Review and confirm 60% Construction documents.

Products:

- Confirm revisions to be incorporated in 90% submittal
- Team Meeting #5 meeting minutes

Task Twenty-Two: Final Design

During final design, comments from Team Meeting #5 will be incorporated into the design documents. The design team will prepare 90% construction documents. The complete Urban Design package will be illustrated and detailed identifying all elements, materials and construction methods. The complete Civil Engineer package will include profiles, cross-sections and all grading. Above and below grade utilities, pavement design and interface of all elements will be detailed. A stormwater management plan will be prepared for the project. The analysis will include water quality BMP's to be included in the project, and technical support for permit applications as required. 90% construction documents will include:

- Existing Conditions Plan
- Demo Plan
- Layout Plan
- Planting Plan
- Irrigation Plan
- Lighting Plan
- Grading Plan
- Structural engineering for foundations, walls, lights or other improvements
- Cross-Sections and Profiles
- Erosion Control Plan
- Storm Water Plan
- Final Drainage Report
- Utility Relocation Plan
- Traffic Control Plan
- Pavement details
- Construction details
- Technical Specifications/ Special Provisions
- Cost estimate/ Bid Form
- A final QA/QC will be performed on the design plans and documents- HHPR to provide review and compile memo

Products:

- 90% Construction Documents
- 90% Cost Estimate divided into logical areas by street or corridor
- Final 11x 17 Design Booklet
- City staff to review 90% Construction documents and cost estimate.
- QA/QC Memo- HHPR

Task Twenty-Three: Team Meeting #6

Review and confirm revisions to 90% Construction documents.

Products:

- Confirm revisions to be incorporated in final submittal
- Team Meeting #6 meeting minutes

Task Twenty-Four: Final Submittal

Submit 100% Construction documents, cost estimate and 11x17 Design Booklet and narrative. Prepare all permit applications as appropriate for the project. Prepare addendums as necessary. Prepare Construction Set incorporating all addendums. Attend pre-bid conferences, pre-construction meetings and utility coordination meetings.

Products:

- 100% Construction documents
- 100% Technical specifications/special provisions
- Engineer's estimate divided into logical areas by street or corridor
- Bid form
- Addendums
- Design surveying services
- Prepare permit applications
- Prepare Construction Set
- Attend Pre-Bid Conference
- Attend Pre-Construction meetings
- Attend utility coordination meetings

The following task is not included in the initial contract. The contract, with Council approval, can be amended to include construction administration and management when the design is nearing completion.

Task Twenty-Five: Construction Management & Administration

Provide primary daily construction management and administration, inspection, and construction-surveying services. Provide review and approval of pavement design related submittals as requested. Provide approval for all submittals required in specifications. Provide review and approval for all recommendations and design changes by contractor. Visit site on a daily basis during construction to provide observation services. Visit site to observe subgrade preparation and pavement construction as requested. Assist with interpretation of geotechnical and pavement design related specifications and details as requested. Review contractor's progress payment requests. Prepare and submit to City as built drawings upon completion of construction. Establish final monumentation and file maps with the County Surveyor. HHPR to coordinate and lead this task with support from Carter & Burgess. Carter & Burgess will attend critical meetings with HHPR.

Products:

- Provide contract construction management and administration services, coordinating construction progress and issues with the City of Sherwood on a daily basis - **HHPR**
- Provide construction-surveying services-**HHPR**
- Provide approval for all submittals required in specifications- **CB/ HHPR**
- Provide review and approval for all recommendations and design changes by contractor – **CB/ HHPR**
- Daily site visits for construction observation services with documentation of observations and quantities- **HHPR**
- Review contractors progress payment request- **CB / HHPR**
- Review contractor's as built drawings weekly. Submit as built drawings upon completion of construction- **HHPR**
- Meet weekly with the City of Sherwood's project manager and engineer to coordinate issues and provide project updates. – **HHPR / CB**
- Conduct weekly or biweekly construction progress meetings with the contractor. – **HHPR/ CB**
- Coordination with Tualatin Valley Water District, Emergency services, and franchise utilities during construction. – **HHPR**
- Distribute biweekly construction newsletter to downtown businesses and residents to keep them updated as construction progresses. HHPR will prepare draft newsletter (1-page) and submit to Carter & Burgess and the City for review and distribution. - **HHPR / CB / City**
- Coordinate monthly site visits with Carter Burgess. - **HHPR**
- A Post-Construction Record of Survey will be prepared and filed with the County Surveyors Office, including monuments for block corners, centerline points, and right-of-way points as described in ORS 209.155. –**HHPR**
- As-Built drawings and specifications in electronic format

Construction Services Assumption:

Since the scope of Construction Management, Administration, and Surveying Services cannot be definitely defined at this time, for fee estimating purposes the following key assumptions were made.

- Number of Bid Packages – One (1)
- Total Construction Contract Duration – N.T.E. 52 weeks
- Survey Crew Time – 20 hours / week- **HHPR**
- Project Surveyor & Survey Tech Time – 16 hours / week- **HHPR**

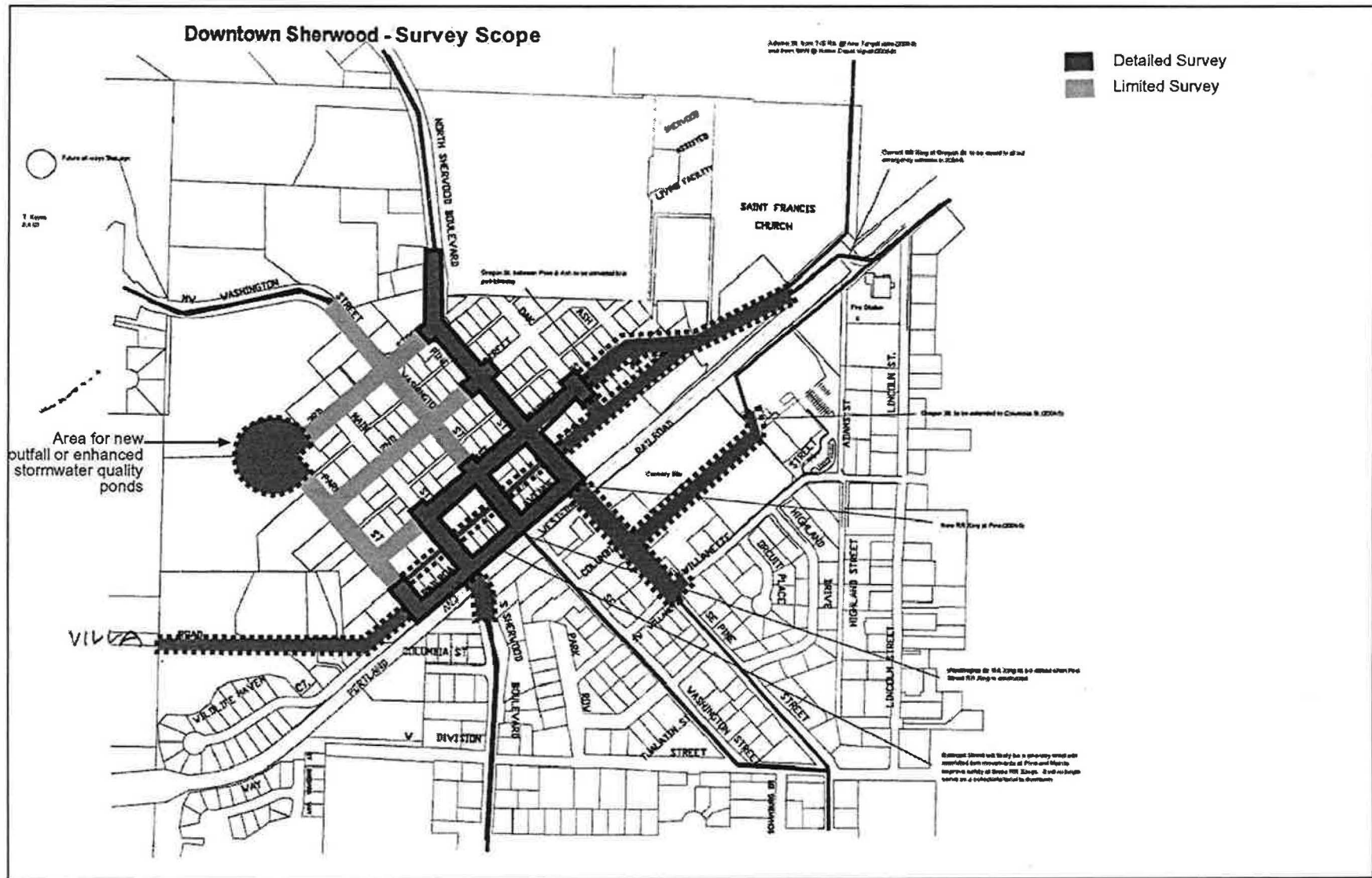
- Construction Inspector Time – 30 hours / week- HHPR
- Construction Managing Engineer Time – 16 hours / week - HHPR
- Centerline monument boxes to be provided by the contractor (bid item) or supplied by the City.

Exclusions

- Preparations of construction easement descriptions or exhibits are not included.

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EXHIBIT B - Downtown Sherwood Streetscapes – Phases 1 and 2 – Survey Scope (4.15.04)



66.

Exhibit C - Downtown Streetscapes - Phases 1 and 2 - Draft Fee Schedule (4.15.04)

Tasks	Carter-Burgess							HHRP			Aqua Irrig.	Clanton Elec.	Expenses
	Administration/ Management	Urban Design	Structural	Drainage	Civil	Transportation	Travel Expenses	Utilities and Civil	Survey	Pavement/ Geotechnical	Irrigation	Electrical	
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	\$
Task One - Site Visit	0	156		66	88	40	38	32					300
Task Two - Survey and Geotech.	45	96			48			490	794	364			57,450
Task Three - Agency Review	0	86		16	64	12		130					750
Task Four - T.M. #1		68			48	40	38	10					75
Task Five - Base Map/ Field Inv.	10	280			88	16		117					375
Task Six: Theming /Criteria	5	280			72							12	
Task Seven - Engineer Overview	15	184		50	72	200		146					2,250
Task Eight - T.M. #2		52			32	40	27	39					
Task Nine - Corridor Applic.	10	240				8		5				40	
Task Ten- Prelim. Design	10	496		94	600	120		58			24	158	1,050
Task Eleven - T.M. #3		24		10	32	20	27	11					75
Task Twelve- Bus. Meeting #1		68		10	40			32					150
Task Thirteen- Design Revisions	5	120						5					
Task Fourteen- Open House #1		36		10	20	20		13					
Task Fifteen - Design Dev.	10	660		168	480	280		231			80	162	2,100
Task Sixteen - T.M. #4		52			32		22	11					
Task Seventeen- Bus. Meeting #2		58			48			32					
Task Eighteen- Design Revisions	5	144						5					
Task Nineteen - Open House #2		36			16		22	8					
Task Twenty - 60% Design		930		156	690	120		190			92	154	2,100
Task Twenty-One - T.M. #5		24		20	48		22	11					
Task Twenty-Two - Final Design	10	940		100	840	80		179			144	126	150
Task Twenty-Three - T.M. #6	0	36			48		22	15					150
Task Twenty-Four - Final Submittal		488			380		22	31			24	152	300
Total Tasks 1-24 (Hours)	125	9684	340	1218	7126	1524	460	3417	1598	679	704	1410	
Total Tasks 1-24 (Dollars)	9,375	492,028	31,400	70,418	405,690	102,912	29,800	191,310	83,387	30,919	33,680	69,710	67,275
Total Task 25 (Hours)	50	690	360	160	850		175	2857	2128	56	120	120	
Total Task 25 (Dollars)	3,750	81,420	32,400	19,120	105,301	0	28,500	228,995	226,014	6,232	14,400	10,120	26,250
Total Tasks 1-25 (Hours)	175	14854	1140	1976	11866	2052	1005	10646	6606	1090	1284	2240	
Total Tasks 1-25 (Dollars)	13,125	573,448	63,800	89,538	510,990	102,912	58,300	420,305	309,401	37,151	48,080	79,830	93,525

Design Total (Tasks 1-24)

Labor	Carter-Burgess	1,111,823
	HHRP	305,616
	Aqua Irrigation	33,680
	Clanton Electrical	69,710
Expenses		67,275
Travel		29,800
Design Total		1,617,904

Const. Mgt. & Adm. (Task 25)

Labor	Carter-Burgess	241,991
	HHRP	461,241
	Aqua Irrigation	14,400
	Clanton Electrical	10,120
Expenses		26,250
Travel		28,500
Const. Mgt. & Adm. Total		782,502

NOTE: Task 25 is not included in the initial contract approval.

Total Tasks 1-25 **2,400,405**

EXHIBIT D - Downtown Streetscapes Final Design Schedule (4.15.04)

		Schedule																																															
		3-May-04	10-May-04	17-May-04	24-May-04	31-May-04	7-Jun-04	14-Jun-04	21-Jun-04	28-Jun-04	5-Jul-04	12-Jul-04	19-Jul-04	26-Jul-04	2-Aug-04	9-Aug-04	16-Aug-04	23-Aug-04	30-Aug-04	6-Sep-04	13-Sep-04	20-Sep-04	27-Sep-04	4-Oct-04	11-Oct-04	18-Oct-04	25-Oct-04	1-Nov-04	8-Nov-04	15-Nov-04	22-Nov-04	29-Nov-04	6-Dec-04	13-Dec-04	20-Dec-04	27-Dec-04	3-Jan-05	10-Jan-05	17-Jan-05	24-Jan-05									
1	(3 Day Trip) Task One - Site Visit	█																																															
	Task Two - Survey and Geotech.	█	█	█	█	█	█	█	█	█																																							
	Task Three - Agency Review																																																
2	(3 Day Trip) Task Four - T.M. #1																																																
	Task Five - Base Map/ Field Inv.																																																
	Task Six: Theming /Criteria																																																
3	(2 Day Trip) Task Seven - Engineer Overview																																																
	Task Eight - T.M. #2																																																
	Task Nine - Corridor Applic.																																																
4	(2 Day Trip) Task Ten- Prelim. Design																																																
	Task Eleven - T.M. #3																																																
	Task Twelve- Bus. Meeting #1																																																
5	(1 Day Trip) Task Thirteen- Design Revisions																																																
	Task Fourteen- Open House #1																																																
	Task Fifteen - Design Dev.																																																
6	(2 Day Trip) Task Sixteen - T.M. #4																																																
	Task Seventeen- Bus. Meeting #2																																																
	Task Eighteen- Design Revisions																																																
7	(1 Day Trip) Task Nineteen - Open House #2																																																
	Task Twenty - 60% Design																																																
	Task Twenty-One - T.M. #5																																																
8	(1 Day Trip) Task Twenty-Two - Final Design																																																
	Task Twenty-Three - T.M. #6																																																
	(1 Day Trip) Task Twenty-Four - Final Submittal																																																
9	(1 Day Trip) Task Twenty-Five - Const. Admin.																																																
	Task Twenty-Five - Const. Admin.																																																

Trips

- 1 Photo Documentation
Field Notes
Formal Kick-Off
- 2 T.M. #1
Business Survey
Basement Investigation
- 3 T.M. #2
Review Engineer Overview
Theming Review
Review Roadway Alternatives
Identify early construction package candidates

- 4 T.M. #3
Preliminary Master Plan Review
- 5 Open House #1
- 6 T.M. #4
Discuss 30% CD submittal
Business Owner Meeting
- 7 Open House #2

- 8 T.M. #5
Discuss 60% CD
- 9 T.M. #6
Discuss 90% CD
- 10 Final Review

100% Documents Advertised January 24, 2005
Pre-Bid Febuary 8, 2005
Bids Accepted March 1, 2005
Notice to Proceed March 28, 2005
52 Week Construction Period- March 2006

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DRAFT Project Initiation Form (PIF)

PROJECT **Dtn Streetscapes Phases 1 & 2**

Job#: **C -**

Date & Purpose of Estimate **4/19/04**

SCOPE	Project Description	Design and construct Phases 1 & 2 of Dtn Streetscape Master Plan			
	Key assumptions				
	Council Actions (Date & Res#)	2003-095 Approval of MP			

SCHEDULE	Feasibility	Complete			
	Master Plan	Complete			
	Land Acq.	None			
	LU Approval	Not Applicable			
	Design	Apr. 04-Jan. 05			
	Bid	Jan. 05-Mar. 05			
	Construction	Mar. 05-May 06			
	Closeout	July 2006			

BUDGET

Costs

Acct#	Account Name	\$	\$	\$	\$
grp res	City engr'g labor	200,000			
9921	City engr'g OH	476,000			
6120	A & E	2,400,405			
6130	Legal	20,000			
6430	Printing & Adv.	20,000			
6450	Travel	3,000			
6498	Building permits	N/A			
6498	SDCs and TIF	N/A			
7610	Land	N/A			
7620	Infrastructure-Public	9,481,011			
7625	Private Utilities	186,000			
7630	Buildings	N/A			
7640	Site Improvements	N/A			
767x	Equip & Furnishings	N/A			
	Other (specify):	10,000			
9100	Contingency	1,208,742			

Total Costs **14,005,158**

Revenues

Code	Revenue Source	\$	\$	\$	\$
	URA	9,954,475			
	Water	77,200			
	Storm	638,030			
	Sanitary	0			
	TIF	2,240,299			
	Developer	1,095,154			

Total Funding **14,005,158**

Surplus or Shortfall **0**

Approvals

City Engineer (cost approval only)	<i>Tony W. Ky...</i>			
Finance Director				
City Manager				